



**MULTITECH**

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*file  
CERCLA  
Silver Bow Creek  
Remedial  
Investigation*

1888935 - R8 SDMS

January 23, 1985

**RECEIVED**

JAN 24 1985

MONTANA DEPARTMENT OF HEALTH  
AND ENVIRONMENTAL SCIENCES  
SOLID WASTE SECTION

Department of Health and  
Environmental Sciences  
Cogswell Building  
Helena, MT 59620  
Attn: Mike Rubich

Dear Mr. Rubich:

Enclosed is Volume II of our Monthly Management Memo for January which reconciles our costs for December and includes our February estimates.

I'm also enclosing some additional information on our indirect cost areas as Don Willems requested. I may have sent something similar to you but it was some time ago.

I'm not sure exactly what type of detail Mr. Willems would like to see. I think the second paragraph of the sheet entitled Indirect Cost explains what we are doing. As to how we are doing it, I am using an overhead rate of 57% of labor and benefit costs and a general and administrative expense rate of 20% of direct labor, benefits, overhead, material and supplies, travel, subcontracts, and other direct costs. These two (2) calculations are used to derive the indirect cost attributable to a particular contract.

By using this approach on each and every contract which MultiTech has, we hope to generate enough money to pay all those expenses which are not attributable to a particular contract but which are legitimate expenses of operating our company. At the conclusion of each fiscal year we typically undergo a federal audit to verify that we have not over recovered those expenses.

I hope this information is helpful.

Sincerely,

*Dennis J. Moore*  
Dennis J. Moore  
Contract Administrator

DJM:bd

Enclosure

## INDIRECT COST

MultiTech currently uses three separate indirect cost groupings and allocation rates: fringe benefits, overhead, and G & A (general and administrative). Items of cost that are identified in the Federal Procurement Regulations as being unallowable expenses for reimbursement from the government are identified as such in the accounting records and are excluded from the indirect cost application rates.

MultiTech's accounting policy is to identify all costs, at inception as being either direct costs or indirect costs in relation to contracts. Those costs that can be directly attributed to a particular contract, such as labor, travel, purchases, consultants and subcontracts, are charged directly to that contract. Costs which cannot be attributed to a particular contract are treated as indirect costs and are collected in common expense pools for subsequent allocation to contracts by indirect cost application rates.

MultiTech's indirect cost rates are determined on a fiscal year basis, October 1 to September 30. Provisional indirect billing rates are determined at the beginning of the year, based on forecasted contract effort and expenditures, and are revised retroactively during the year as conditions warrant. Final indirect rates are determined by DOE audit after the close of the fiscal year, and upward or downward adjustments are made to prior contract billings to reflect the final rates.

MultiTech's indirect cost pools and rates are briefly described in the following pages.

OVERHEAD

Indirect Labor + Fringe	Travel*
Building Rental/Maintenance/Utilities	Recruiting
Telephone	Seminar/Conference*
Office Furniture and Equipment	Library
Office Supplies	Postage
Miscellaneous Expense*	Relocation
Photocopy Supplies	Consultants*
Equipment Rental*	Depreciation
Equipment Maintenance*	Management Information Systems

This indirect cost grouping consists of services, functions, and facilities that are necessary to support all contracts but are not amenable to treatment as direct costs. The major overhead cost elements are certain indirect labor categories and their associated travel, building rental and maintenance, telephone, office equipment and supplies, photocopy services, technical library, recruiting, depreciation on fixed assets, and management information costs.

The overhead expense pool is allocated to contracts as a percentage of direct labor and fringe. Because a labor base is used for charging overhead, the cost elements included in the expense pool have been selected as bearing a direct causal/beneficial relationship to the number of employees or as being equitably allocable over a labor base. Thus, for example, a contract which contains a high level of purchases or subcontracting would not bear a disproportionately high share of the overhead expense.

\* As related to indirect personnel or functions only.

G & A

Indirect Labor and Fringe	Board of Directors' Fees
Travel*	Insurance
Relocation*	Miscellaneous Expense*
Seminar/Conference*	IR&D and B&P Expense
Consultants*	Corporate Legal Fees
Accounting/Audit Fees	

The G & A expense pool contains certain indirect labor functions and general corporate expenses that either bear a direct causal/beneficial relationship to non-labor cost elements or that can be most equitably allocated to contracts over a base that measures activity other than labor (i.e., total cost input).

Included in the G & A expense category are certain indirect labor categories and their associated travel; legal, accounting, and audit fees; independent research and development (IR&D), and bid and proposal (B&P) expense; general insurance, Board of Directors' fees, and other corporate expenses.

The G & A expense pool is allocated to contracts as a percentage of total cost: direct labor, fringe and overhead applied, direct material and equipment purchases, direct travel and relocations, consultants, subcontracts, and other direct costs.

\*As related to indirect elements only.

## FRINGE BENEFITS

Vacation	Payroll Taxes
Holiday	FICA
Sick Leave and Administrative Time	Worker's Compensation
Retirement	Federal and State Unemployment Insurance
Insurance Benefits	Educational Assistance
Employee Welfare/Recreation	

Labor is costed to contracts and other indirect cost pools on a productive hours basis (i.e., actual hours worked). Compensated absences such as holidays, vacations, and sick leaves are collected in the fringe benefit pool. For cost estimates and contract proposals, 1810 hours are used as a productive man-year rather than the 2080-hour calendar year. (This calendar difference of 270 hours represents 9 holidays and an experience factor for the amount of vacation and sick leave actually taken during the year.) The rationale for this method of charging labor expense is that it would be improper to directly charge any particular contract for time spent on paid absences from work.

The fringe benefit expense pool also contains MultiTech's contributions toward group insurance and retirement plans, payroll taxes (FICA, unemployment insurance, and workers' compensation), tuition expenses under the educational assistance policy, and certain morale, health, and welfare activities designed to improve employer-employee relations.

The fringe benefit expense pool is allocated to contracts and other indirect cost pools as a percentage of labor dollars for time worked. In this manner, each task that an employee works on during the fiscal year bears a proportionate share of his or her fringe benefit expenses.

JANUARY 1985  
MONTHLY MANAGEMENT MEMO  
SILVER BOW CREEK REMEDIAL INVESTIGATION

Volume II

Cost Data

Submitted to:

Solid Waste Management Bureau  
Montana Department of Health and Environmental Sciences  
Helena, Montana 59620

Submitted by:

MultiTech  
P.O. Box 4078  
Butte, Montana 59702

Under Contract No. 50341-1202503

VOLUME II

SECTION A -- JANUARY ESTIMATES

COST ESTIMATE  
Summary for February 1985

<u>INVESTIGATION</u>	<u>COSTS</u>
Surface Water and Point Source	\$ 39,627
Ground Water and Tailings	33,186
Vegetation Mapping	2,183
Waterfowl Investigation	1,104
Algae Investigation	1,301
Macroinvertebrate Investigation	1,687
Fish Tissue Study	358
Bioassay	358
Agricultural Investigation	358
Warm Springs Ponds Operating Life Study	409
QA/QC Program	6,851
Health and Safety Program	775
Project Management	<u>5,604</u>
Total Costs (without fee)	<u>\$ 93,801</u>



# COST ESTIMATE

Surface Water and Point Source for February 1985

## LABOR AND BENEFITS

N.A.

## OTHER DIRECT COSTS

Materials and Supplies \$ 210

CONTRACTED SERVICES - Stiller and Associates<sup>a</sup> 28,863

## LAB ANALYSIS

SW II	34 @ 113.60	3,862
SWIII	4 @ 130.90	524
GW Partial	N.A.	
GW Complete	0 @ 102.50	
Cyanide	0 @ 20.00	
Oil and Grease	6 @ 15.45	93
PCP	3 @ 81.81	245
PCB	0 @ 81.81	
PO <sub>4</sub>	1 @ 9.00	9
Total P	1 @ 6.36	6
Total Cu and Fe	0 @ 25.00	
Dissolved Cu and Fe	0 @ 13.63	
BOD	0 @ 25.00	
Fecal	0 @ 22.72	
F	0 @ 6.81	

Total Lab \$ 4,739

## INDIRECT COSTS

Overhead and General and Administrative Expenses 5,815

TOTAL COSTS \$ 39,627

<sup>a</sup> See attached sheet.

# DETAIL FOR STILLER AND ASSOCIATES

Surface Water and Point Source for February 1985

## LABOR AND BENEFITS

Task Leader	100 hrs. @ 21.41	\$ 2,141
Hydrologist	100 hrs. @ 19.47	1,947
Hydrologic Tech	600 hrs. @ 11.68	7,008
Data Manager	75 hrs. @ 13.50	1,013
Data Entry	50 hrs. @ 8.10	405
General and Administrative Overhead @ 55% of Labor Benefits		6,882

## OTHER DIRECT COSTS

Travel	3000 miles @ .34	1,020
Per Diem	36 days @ 38.50	1,386
Computer Rental	100 hours @ 5.00	500
Copies and Reproduction		500
Materials and Supplies		100
Telephone		200
Equipment Rental		1,535
Subcontractors (Casne and Systems Tech)		3,675
Administrative Costs @ 10% for Materials and Supplies, Telephone, Equipment Rental, and Subcontractors		<u>551</u>

TOTAL COSTS \$ 28,863

# COST ESTIMATE

Ground Water and Tailings Investigations for February 1985

## LABOR AND BENEFITS

N.A.

## OTHER DIRECT COSTS

Materials and Supplies		\$ 210
CONTRACTED SERVICES - Stiller and Associates <sup>a</sup>		23,174
LAB ANALYSES		
GW Complete	50 @ 102.50	5,125
INDIRECT COSTS		
Overhead and General and Administrative Expenses		<u>4,677</u>
TOTAL COSTS		<u>\$ 33,186</u>

<sup>a</sup> See attached sheet.

DETAIL FOR STILLER AND ASSOCIATES

Ground Water and Tailings Investigations for February 1985

LABOR AND BENEFITS

Hydrologist	60 hours @ 19.47	\$ 1,168
Hydrologic Technicians	200 hours @ 11.68	2,336
Data Manager	75 hours @ 13.50	1,013
Data Entry	50 hours @ 8.10	405

General and Administrative Overhead @ 55% of Labor Benefits	2,707
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OTHER DIRECT COSTS

Travel	1500 miles @ .34	510
Per Diem	20 days @ 38.50	770
Computer Rental	50 hours @ 5.00	250
Copies and Reproduction		100
Materials and Supplies		2,500
Telephone		200
Subcontractors		
Delta Engineering		600
Schafer and Associates		2,550
Rediske and Associates		3,000
O'Keefe Drilling		3,600
Equipment Rental		200

Administrative Costs @ 10% for Materials and Supplies, Telephone, Equipment Rental, and Subcontractors	<u>1,265</u>
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TOTAL COSTS	<u><u>\$ 23,174</u></u>
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COST ESTIMATE

Vegetation Mapping for February 1985

LABOR AND BENEFITS

Environmental Scientist	32 hours @ 20.10	\$ 643
Drafting Support	32 hours @ 8.65	277

OTHER DIRECT COSTS

Materials and Supplies	375
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INDIRECT COSTS

Overhead and General and Administrative Expense	<u>888</u>
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TOTAL COSTS	<u><u>\$ 2,183</u></u>
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COST ESTIMATE

Waterfowl Investigation for February 1985

LABOR AND BENEFITS

Environmental Scientist	24 hours @ 20.10	\$ 482
Word Processing	8 hours @ 13.03	104

OTHER DIRECT COSTS

INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>518</u>
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TOTAL COSTS	<u><u>\$ 1,104</u></u>
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COST ESTIMATE

Algal Investigation for February 1985

LABOR AND BENEFITS

Environmental Scientist	8 hours @ 20.10	\$ 161
Word Processing	4 hours @ 13.03	52

OTHER DIRECT COSTS

Material and Supplies	250
Contracted Service - DEA, Inc.	500

INDIRECT COSTS

Overhead and General and Administrative Expense	<u>338</u>
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TOTAL COST	<u><u>\$ 1,301</u></u>
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# COST ESTIMATE

## Macroinvertebrate Report for February 1985

### LABOR AND BENEFITS

Environmental Scientist	32 hours @ 20.10	\$ 643
Word Processing	16 hours @ 13.03	208

### OTHER DIRECT COSTS

Materials and Supplies	50
Travel	20

### INDIRECT COSTS

Overhead and General and Administrative Expense	<u>766</u>
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TOTAL COST	<u><u>\$ 1,687</u></u>
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COST ESTIMATE

Fish Tissue Study for February 1985

LABOR AND BENEFITS

Environmental Scientist	8 hours @ 20.10	\$ 161
Word Processing	1 hour @ 13.03	13

OTHER DIRECT COSTS

Travel		25
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INDIRECT COSTS

Overhead and General and Administrative Expense		<u>159</u>
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TOTAL COSTS		<u><u>\$ 358</u></u>
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# COST ESTIMATE

Bioassay Work for February 1985

## LABOR AND BENEFITS

Environmental Scientist	8 hours @ 20.10	\$ 161
Word Processing	1 hour @ 13.03	13

## OTHER DIRECT COSTS

Travel	25
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## INDIRECT COSTS

Overhead and General and Administrative Expense	<u>159</u>
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TOTAL COSTS	<u><u>\$ 358</u></u>
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COST ESTIMATE

Agricultural Investigation for February 1985

LABOR AND BENEFITS

Environmental Scientist	8 hours @ 20.10	\$ 161
Word Processing	1 hours @ 13.03	13

OTHER DIRECT COSTS

Travel	25
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INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>159</u>
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TOTAL COSTS	<u><u>\$ 358</u></u>
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COST ESTIMATE

Warm Springs Ponds Operating Life Investigation for February 1985

LABOR AND BENEFITS

Environmental Engineer	8 hours @ 25.44	\$ 204
Word Processing	1 hours @ 13.03	13

OTHER DIRECT COSTS

N.A.

INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>192</u>
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TOTAL COSTS	<u><u>\$ 409</u></u>
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# COST ESTIMATE

QA/QC Program for February 1985

## LABOR AND BENEFITS

Laboratory Manager	72 hours @ 19.62	\$ 1,413
Laboratory Technician	90 hours @ 10.42	938
Data Entry	32 hours @ 7.92	253
Senior Computer Analyst	0 hours @ 25.50	

## OTHER DIRECT COSTS

Computer Costs		200
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## LABORATORY ANALYSES

SW II	3 @ 113.60	341
SW III	3 @ 130.90	393
BOD	0 @ 25.00	
PO <sub>4</sub>	3 @ 9.00	27
Total P	3 @ 6.36	19
F	3 @ 6.81	20
CN	0 @ 20.00	
Oil and Gas	3 @ 15.45	46
PCB	0 @ 81.81	
PCP	3 @ 81.81	245
GW Complete	6 @ 102.50	<u>615</u>

Total Lab		1,706
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## INDIRECT COSTS

Overhead and General and Administrative Expenses		<u>2,341</u>
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TOTAL COSTS		<u><u>\$ 6,851</u></u>
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COST ESTIMATE

Health and Safety Program for February 1985

LABOR AND BENEFITS

Project Manager	8 hours @ 25.35	\$ 203
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OTHER DIRECT COSTS

Travel		25
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CONTRACTED SERVICES - Occusafe		302
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INDIRECT COSTS

Overhead and General and Administrative Expenses		<u>245</u>
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TOTAL COSTS		<u><u>\$ 775</u></u>
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# COST ESTIMATE

Project Management for February 1985

## LABOR AND BENEFITS

Project Manager	80 hours @ 25.35	\$ 2,028
Word Processing	16 hours @ 13.03	208

## OTHER DIRECT COSTS

Travel	50
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CONTRACTED SERVICES - Stiller and Associates <sup>a</sup>	1,110
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## INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>2,208</u>
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TOTAL COSTS	<u><u>\$ 5,604</u></u>
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<sup>a</sup> See detailed sheet.

DETAIL FOR STILLER AND ASSOCIATES  
Project Management for February 1985

LABOR AND BENEFITS

Project Manager	20 hours @ 21.41	\$ 428
General and Administrative Overhead @ 55% of Labor Benefits		235

OTHER DIRECT COSTS

Radio	360/month	360
Travel	150 miles @ .34/mile	51
Administrative Costs @ 10% for Materials and Supplies, Telephone, Equipment Rental, and Subcontractors		36

TOTAL COSTS		<u>\$ 1,110</u>
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VOLUME II

SECTION B -- ACTUAL DECEMBER COSTS

# DECEMBER 1984 ACTUAL COST SUMMARY

## LABOR AND FRINGE

Senior Engineer	0 hours @ 31.25	\$	
Environmental Scientist	59 hours @ 20.10		1,186
Laboratory Management	113 hours @ 19.62		2,217
Project Manager	73 hours @ 25.35		1,851
Word Processing Support	16 hours @ 13.03		208
Lab Technician	94.5 hours @ 10.42		985
Senior Computer Analyst	20 hours @ 25.50		510

## OTHER DIRECT COSTS

Materials and Supplies	562
Printing Costs	26
Travel	17

CONTRACTED SERVICES	44,530
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## INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>15,177</u>
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TOTAL COSTS	67,269
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Fee @ 7.735%	5,203
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Less 15% Fee Holdback	<u>(780)</u>
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TOTAL	<u><u>\$ 71,692</u></u>
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ACTUAL COSTS

Surface Water and Point Source Investigation for December 1984

LABOR AND FRINGE

N.A.

CONTRACTED SERVICE - Stiller and Associates<sup>a</sup> \$ 23,148

OTHER DIRECT COSTS

Materials and Supplies 312

INDIRECT COSTS

Overhead and General and Administrative Expenses 4,692

TOTAL COSTS \$ 28,152

<sup>a</sup> See attached sheet.

# DETAIL FOR STILLER AND ASSOCIATES

## Surface Water and Point Source

### LABOR AND FRINGE

Task Leader	35 @ 21.41	\$ 749
Hydrologist	69.5 @ 19.47	1,353
Hydrologic Technician	361 @ 11.68	4,217
Data Manager	141.5 @ 13.50	1,910
Word Processing	4.75 @ 8.10	38

### OTHER DIRECT COSTS

Travel	2,571 miles @ .34	874
Per Diem	36.5 days @ 38.50	1,405
Computer	27.75 hours @ 5.00	139
Printing		30
Materials and Supplies		
Gaging Station Supplies and Materials		27
Flume		74
Consummables and Miscellaneous		74
Equipment Rental		
Integrated Samplers	22 @ 8.00	176
Recorders	3 @ 75.00	225
Kemmerer Sampler	2 @ 10.00	20
SC and PH Meters	1 @ 12.00	228
Current Meter	19 @ 12.00	228
Telephone (long distance)		215
Subcontracted Services		
Casne and Associates		307
Systems Technology		1,755
Gilman Excavating		1,542

INDIRECT COSTS	4,944
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TOTAL COST	20,530
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Fee	3,080
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Less 15% Fee Holdback	(462)
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TOTAL	<u>\$ 23,148</u>
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ACTUAL COSTS

Ground Water and Tailings Investigation for December 1984

LABOR AND FRINGE

N.A.

CONTRACTED SERVICES - Stiller and Associates <sup>a</sup>	\$ 19,835
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INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>3,967</u>
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TOTAL COST	<u><u>\$ 23,802</u></u>
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<sup>a</sup> See attached sheet.

# DETAIL FOR STILLER AND ASSOCIATES

## Ground Water and Tailings

### LABOR AND FRINGE

Hydrologist	78.5 hours @ 19.47	\$ 1,528
Hydrologic Technician	234.25 hours @ 11.68	2,736
Word Processing	1.5 hours @ 8.10	12

### OTHER DIRECT COSTS

Travel	1169 @ .34	397
Per Diem	15 @ 38.50	578
Computer	1 @ 5.00	5
Printing		239
Materials and Supplies		4,275
Equipment Rental		
SC and pH Meters	12 @ \$12/day	144
Telephone (long distance)		143
Subcontracted Services		
O'Keefe Drilling		1,873
Delta Engineering		467
Schafer and Associates		1,957

### INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>3,238</u>
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TOTAL COSTS	17,592
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Fee	2,639
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Less 15% Fee Holdback	(396)
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TOTAL	<u><u>\$ 19,835</u></u>
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ACTUAL COSTS

Waterfowl Investigation for December 1984

LABOR AND FRINGE

Environmental Scientist	27 hours @ 20.10	\$ 543
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OTHER DIRECT COSTS

Materials and Supplies

INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>480</u>
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TOTAL COST	<u><u>\$ 1,023</u></u>
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ACTUAL COSTS

Agricultural Investigation for December 1984

LABOR AND FRINGE

Environmental Scientist	32 hours @ 20.10	\$ 643
Word Processing Support	2 hours @ 13.03	26

INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>591</u>
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TOTAL COSTS	<u><u>\$ 1,260</u></u>
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ACTUAL COSTS

QA/QC Program for December 1984

LABOR AND FRINGE

Laboratory Management	113 hours @ 19.62	\$ 2,217
Laboratory Technician	94.5 hours @ 10.42	985
Senior Computer Analyst	20 hours @ 25.50	510

OTHER DIRECT COSTS

Printing	26
Materials and Supplies	250

INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>3,337</u>
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TOTAL COSTS	<u><u>\$ 7,325</u></u>
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ACTUAL COSTS

Health and Safety for December 1984

LABOR AND FRINGE

Senior Engineer	0 hours @ 31.25	\$ 0
Environmental Scientist	0 hours @ 20.10	

OTHER DIRECT COSTS

Materials and Supplies

CONTRACTED SERVICES

INDIRECT COSTS

Overhead and General and Administrative Expenses

TOTAL COSTS	<u>\$ 0</u>
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ACTUAL COSTS

Project Management for December 1984

LABOR AND FRINGE

Project Manager	73 hours @ 25.35	\$ 1,851
Word Processing	14 hours @ 13.03	182

OTHER DIRECT COSTS

Travel	85 miles @ .20	17
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CONTRACTED SERVICE - Stiller and Associates <sup>a</sup>	1,547
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INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>2,110</u>
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TOTAL COSTS	<u><u>\$ 5,707</u></u>
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<sup>a</sup> See attached sheet.

DETAIL FOR STILLER AND ASSOCIATES

Project Management

LABOR AND FRINGE

Task Leader	27.5 hours @ 21.41	\$ 589
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OTHER DIRECT COSTS

Travel	184 miles @ .34	63
Per Diem	0 days @ 38.50	
Equipment Rental	Radio @ 360.00	360

INDIRECT COSTS

Overhead and General and Administrative Expenses	<u>360</u>
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TOTAL COSTS	1,372
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Fee	206
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Less 15% Fee Holdback	(31)
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TOTAL	<u><u>\$ 1,547</u></u>
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## 1.0 PREVIOUS MONTHS ACTIVITIES - DECEMBER 1984

### 1.1 SURFACE WATER AND POINT SOURCE INVESTIGATION

#### 1.1.1 Samples/Data Collected

Initial sampling at surface and point sources sample sites identified in the RI work plan (Sections 2.1.1.3 and 2.1.2.3) was carried out during December 3-5. Of the potential 37 sites scheduled for sampling, 29 were sampled in accordance with the work plan. The remaining sites were not sampled because extremely cold temperatures resulted in freezing and no measurable flows at these sites. This sampling episode represents the one initially planned for late November. The following sites were sampled:

- SS-03 through SS-11
- SS-13 through SS-16
- SS-18
- SS-20 through SS-26
- SS-28
- SS-29
- PS-04
- PS-08
- PS-11 through PS-13

The planned December surface water and point source sampling was carried out during December 26-28. Of the 37 potential sites scheduled for sampling, 32 were sampled. The balance were not

SBC R1/FS-mmm  
FINANCIAL